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UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Task Team IX - ADP Systems Library

Minutes of Fifth Meeting - 2 December 1964

Members or Their Representatives Present

DIA - [REDACTED]
CIA - [REDACTED]
STATE - Mr. Alonzo J. Covel
NSA - [REDACTED]
AIR FORCE - Lt. Col. Robert R. McAnaw
CSS - [REDACTED]

1. The Chairman opened the meeting by asking for any corrections to the minutes of the last meeting. There were none so they were approved as written.

2. The Team next considered the Terms of Reference that had been finally agreed upon at the last meeting. The Chairman pointed out that he would like guidance from the group as to its interpretation of "film transparencies" as used in the Discussion paragraph of the Terms of Reference since he felt this would be a point questioned by the CODIB group at its next meeting when he is to report on the progress of the Team. The Team considered what was really being excluded in the category of film transparencies. It was agreed that certainly all imagery was in this category. This of course is the primary subject matter of Task Team VIII. It was also concluded after considerable discussion that the files or indexes which may be on punched cards, magnetic tape, disks or drums which lead to a data base on film transparencies were not excluded by the intent of paragraph II a. in the Terms of Reference. The Air Force representative pointed out that it would certainly be useful for such files to be included in the library if they led to other film transparencies-type files even of an imagery nature. The group could not conclude whether or not a film transparency file of some imagery with associated machine language on the film (such as minicard) should be excluded from the library or not. The consensus however, seemed to be

Group I
Excluded from automatic
downgrading and
declassification.

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that this type should be excluded because the file was not on punched cards, magnetic tape, disks or drums. At the end of this point of this discussion, it was generally agreed that the Team felt that the statements made in II a. are sufficiently clear that if the file is not on punched cards, magnetic tape, disks or drums (regardless of what other related files may be involved), it should not be in the library to be built at this time. It was brought out during the discussion that there is very little standardization among the film transparency type imagery files and that it would not be productive at this time to attempt to catalog them. Some members of the Team felt that this might be looked at some time as a possible subject for cataloging in the future. The group further tried to refine the understanding of this problem by giving typical examples of possible systems that might be excluded by this definition. The Department of State representative questioned whether a pure document film transparency type data base would be excluded. It was generally agreed that if there is a machinable intelligence data file which is on punched cards, magnetic tape, disks or drums and is the point of entry to a film transparency document system, that machinable data file would be included. However, if a document film transparency data file is entered through a manual index system of some kind, it would not be included in this library.

3. The Chairman also pointed out to the Team that he also expects some reaction from the CODIB group when it considers the Terms of Reference concerning the wording of paragraph II. c. wherein each CODIB member will be held responsible for reporting on intelligence ADP systems in accordance with the manual. The members of the Team confirmed their desire to have this statement remain that way and let CODIB members express their desire on this point. With this, the Team again agreed that it was prepared to have the Terms of Reference, dated 24 November 1964, go to CODIB for its consideration.

4. The group next turned its attention to the proposed instruction for the establishment, maintenance, and use of the USIB ADP Systems Library. This draft which was prepared by the Chairman had been provided to the members for their consideration with the minutes of the last meeting. Discussion first centered around the various lists of file and program descriptions that have been considered to date by the Team. Reference was made to the document provided to the members by [redacted] of DIA. This listed the additional information contained in the proposed DIA Instruction which is not contained in the draft USIB Instruction, as well as several items listed in the draft USIB Instruction which are not in the proposed DIA Instruction. The Chairman pointed out that the list of file and program descriptions found in the proposed USIB Instruction included those found in the original list of the proposed subjects found in USIB-S-13.1/4 as well as the list proposed by [redacted] of CIA as found in paragraph 6 of the minutes of the second meeting, 14 October 1964.

5. As the Team members studied the various lists, conversation quickly centered on two items of concern. They were the information listed under paragraph 5. e.1. f. & i., the first being the "descriptive title of the file" and the second being the "summary statement describing the purpose of the file and types of data control".

6. Consideration was first given to the descriptive title of the file

-3-

element. In accordance with a note in the proposed DIA Instruction, this title would be indicated by the intelligence activities code (IAC) as found in code list 2, enclosure 4 to the proposed DIA Instruction. This code list breaks down all the files by category such as: administration, biographic, current intelligence, ELINT, OS, etc. There are eighteen such major headings and about thirty sub-headings under these. The question was raised, and discussed at some length, as to how this code related to other similar codes, why it should be used, and whether it would be satisfactory for a USIB code. It was clear as the group scanned the code list that there would be required some additional headings because of the non-DoD interest required by non-DoD agencies.

7. Without settling this point for the moment, the group next turned its attention to the summary statement required and some discussion ensued concerning what that really meant. It was pointed out by [REDACTED] that this was one of the items in the proposed USIB Instruction not in the proposed DIA Instruction. As the group worked its way to a meaning of the summary statement, it became clear that the basic issue here really was how far does the Team really intend to have the information formatted for machine retrieval. This brought out the question of how the actual catalog would be listed: by area, by originating agency, by subject code, by an accession list number or what? The use of a KWIC index of the descriptive title of the file was considered. It was agreed that this would place a heavy burden on the originators of the information to prepare adequately descriptive titles. It was agreed, however, that a permitted title KWIC index would be very useful. It was further agreed that this could only be an index and that a listing by organization would provide the normal catalog.

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8. Considerable discussion continued on the relative merits of a large number of formatted file elements which could be machine retrievable. This posed another basic question for the Team: Does the Team propose to have the library produced as a listing in some logical order (like by source agency) with a KWIC index perhaps, or does the Team propose to have a highly complex, well structured, difficult to prepare data base which will allow machine retrieval by many categories. These values are very intangible. How does one weigh the extra effort required on the input side against the possible extra benefits to be obtained by having multiple machine accessible elements for sort and listing? The group pondered the possible total size of the list that will be produced. It was agreed that it would probably be around a thousand entries. It was pointed out that a visual search of this size list is not particularly difficult and a person can look at all fields of such a listing to determine the presence of a particular kind of categorization. The group came to no conclusion about the relative value of the extra input versus the added benefits of the simple listing versus the formatted approach. Therefore, the central question of how many machine-searchable fields should be designed is still an open subject for this Task Team. In other words, do we want a catalog retrieval system (on an organized or ad hoc basis) and an updateable file as well as original and updated listings? At the end of the discussion, the consensus was that the original listings at least should be by contributing organization with a KWIC index

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-4-

of the description title element. The group was requested to review the intelligence activity code referred to above, and come to the next meeting with comments on its usefulness, whether it should be expanded, etc. During the discussion it was also agreed by the group that the subject of classification versus releasability of the data has not yet been considered sufficiently by the Team.

9. At the end of the discussion concerning ADP Systems Library, the group was provided with a copy of an informal memorandum prepared by the Chairman on the subject: ADP Color Code for UHIB. This paper was generated as a result of the decision by CODIB that Task Team IX should consider the subject of color coding of magnetic tape reels to indicate the security classification. This subject had been considered by Task Team IV, the Chairman of which raised this question at the last CODIB meeting. The Chairman also provided the Team with a chart showing the total number, classification and color tapes being used by each agency under cognizance IDHS (DIA). Approximately 40,000 tapes are involved at seven levels of classification with nine categories of color codes.

10. The Team adjourned by agreeing to meet again on 10 December, 0930 at CIA Headquarters.


Secretary

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